

# Solicitation Purchase Request Form

**IMPORTANT NOTE:** You should refer to the Synopsis for instructions on purchasing a solicitation package. Interested parties may complete the following form and submit the form (with check or money order) to the Defense Automated Printing Service.

<i>Solicitation Number:</i>								
<i>Title:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							
<i>Location:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							
<i>Type of Contractor:</i>	<p><b>(Circle one)</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Prime Contractor</td> <td style="width: 33%;">Sub-contractor</td> <td style="width: 33%;"></td> </tr> <tr> <td>Supplier</td> <td>Plan Room</td> <td>CD ROM Printing Company</td> </tr> </table>		Prime Contractor	Sub-contractor		Supplier	Plan Room	CD ROM Printing Company
Prime Contractor	Sub-contractor							
Supplier	Plan Room	CD ROM Printing Company						
<i>Size of Contractor:</i>	<p><b>(Circle one)</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Large Business</td> <td style="width: 50%;">Small Business</td> </tr> <tr> <td>Small Disadvantaged Business</td> <td>Women-owned Small Business</td> </tr> </table>		Large Business	Small Business	Small Disadvantaged Business	Women-owned Small Business		
Large Business	Small Business							
Small Disadvantaged Business	Women-owned Small Business							
<i>Company Name:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							
<i>POC:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							
<i>Mailing Address:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							
<i>City, State, Zip Code:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							
<i>Phone Number:</i>								
<i>Facsimile Number:</i>								
<i>Email Address:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							
<i>Order Processing:</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">           No. of solicitation packages: _____            Pick up at Construction Contracts Office?      <b>(Circle one)</b>               Yes      No         </td> <td style="width: 40%; vertical-align: top;">           Total amount of order:            \$ _____         </td> </tr> <tr> <td colspan="2"> <b>NOTE: Requesters must provide a properly completed air bill if they want their package sent via air express service.</b> </td> </tr> </table>		No. of solicitation packages: _____ Pick up at Construction Contracts Office? <b>(Circle one)</b> Yes      No	Total amount of order: \$ _____	<b>NOTE: Requesters must provide a properly completed air bill if they want their package sent via air express service.</b>			
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<b>NOTE: Requesters must provide a properly completed air bill if they want their package sent via air express service.</b>								
<i>Payment Method:</i>	<p><b>(Circle one)</b>    Check    Money order    VISA    MasterCard    Discover</p> <p>Make checks payable to: SUPERINTENDENT OF DOCUMENTS</p>							
<i>Credit Card Information:</i>	Cardholder's Name: _____ Account No.: _____ Expiration Date: _____							
<i>Remarks:</i>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>							